St. Edward Catholic Parish

"A place of encounter with Christ and His Church for all who enter …"

19000 Pines Boulevard, Pembroke Pines, Florida, 33029 • (954) 436-7944 • www.stedward.net

PROGRAM GUIDELINES - 2026-2027

The Archdiocese of Miami and St. Edward Catholic Parish in Pembroke Pines, Inc., believe the ultimate responsibility for student behavior rests with parents and guardians who **are also the first teachers of their faith to the child**. It is expected that all will be cooperative and engaged in the religious development of the students. This also includes concerns or issues that may arise during classes. **By registering online, you agree to the following:**

ATTENDANCE POLICY

- **Students are to attend all classes** and are to report to their assigned classroom on time. If an absence is unavoidable, parents are to call the Religious Education Office to report the absence and send an e-mail to **lpinilla@stedward.net** or **religioused@stedward.net** in advance. If you are letting us know after hours, please call the Coordinator of Religious Education directly at **954-436-7944, ext. 213 or 214**

- **Students who miss more than three (3) classes** during a year must meet with the Coordinator of Religious Education to determine how to make-up for the missed classes. For any single absence, parents are to consult with the teacher or with the Coordinator of Religious Education as to the lesson the student misses.

- Parents **are not** to take children from class before dismissal time. Requests for early dismissal must be made through the Religious Education Office.

- Students will be released only to their parents or authorized person previously approved at the time of registration.

- If it becomes necessary to cancel a class, an email blast or push notification will be sent.

- Attached to this packet is the Religious Education Calendar. This resource is also available online. Please familiarize yourself with the calendar. While we make every effort to follow the Broward Schools calendar, there are instances where we WILL hold class on days where Broward Schools do not have class. If you need to verify if there is class, the calendar is also available online under resources. You can also call the Religious Education office with any questions.

MASS ATTENDANCE

Mass attendance is critical to the spiritual education and growth of your student. **It must be made known that attending mass on Sundays and Holy Days of Obligation is non-negotiable.** As the Parents of a child in religious education, you must see Sunday Mass as the first and primary classroom for your child. Failure to attend Sunday Mass is a choice to not participate in our program. Families should plan to be physically present at Sunday Mass at St. Edward Catholic Parish on a consistent basis, unless of course, you are away and attending Mass in another parish, city, or country.

COMMUNICATION

- In accordance with the policy of the Archdiocese of Miami, our staff and catechists will only e-mail parents.

- It is expected that all parents/guardians will utilize the *Pikmykid App* for the dismissal process.

- Parents/Guardians are expected to check their e-mail daily. Ensure that ***@stedward.net, @parishsoft.com, and @pikmykid.com*** are not being blocked or going to spam.

CELL PHONE / ELECTRONICS POLICY

- Airpods, earbuds, electronic games, smartwatches or any other electronics **are not permitted** in class or church.

- Cell phones **are not to be used** during class or church and must be turned off. Your child's teacher will be collecting cell phones before the beginning of class and place them where they will be visible to your child. Should you need to contact your child in an emergency, please contact Loly Pinilla at 954-436-7944, ext 213.

DURING CLASS

- **DRESS CODE:** Dress attire must be appropriate and casual. **Girls** – **NO** bare midriffs, spaghetti string shirts or dresses, hats, miniskirts, low cut shirts and **NO** short or tight shorts, dresses, skirts or pants. **Boys** – **NO** sagging trousers showing off underwear, **NO** hats, nets, head scarf allowed. **Closed toe shoes are required for safety purposes.**
- **NO SLIP ON SHOES OR CROCS AND NO ROLLER SHOES OR "HEELYS"**

- Students are not allowed to leave the church building unless accompanied by a parent or authorized adult.

- If your child is driving themselves to class, the Office of Religious Education must be notified IN ADVANCE and must receive an email from the parents giving such permission. We must also receive a copy of your child's driver's license and a copy of your insurance card. If your child drives to class prior to receiving this information, your child will be sent home and must return to be dropped off. Your child will then be marked tardy or absent if they cannot return. Please email to religioused@stedward.net or call our office.

- In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student to/from St. Edward Parish; however, any such engagement requires the written authorization of St. Edward Parish and the execution of documents allowing for such an arrangement. Except upon the written consent of St. Edward Parish, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from St. Edward Parish.

- **Please be on time!** If you are expecting to be late, you must contact the Religious Education Office at **954-436-7944 ext. 213 or 214**, or send an e-mail to **religioused@stedward.net**. If you are calling after hours, please contact the Religious Education Coordinator directly at **954-436-7944, ext 213.** ***TARDINESS MORE THAN 15 MINUTES AFTER THE START OF CLASS WILL BE TURNED AWAY AND WILL BE CONSIDERED AN UNEXCUSED ABSENCE. OUR DOORS CLOSE AT 5:40 PM AND 7:40 PM FOR THE SAFETY OF THE CHILDREN.***

BEHAVIOR

- Disruptive behavior **will not** be tolerated. Students must always show respect for everyone. Should any student be sent to the Religious Education Office because of poor behavior, the parents will be called to pick up the child *immediately*. Students will not be allowed to return to the Program until a meeting is held between the student, parent, teacher and Religious Education Coordinator.

- This is a religious studies program, and behavior must reflect being a part of it. Therefore, any rudeness, use of vulgar or indecent language, bullying, transmission of improper material or any other inappropriate behavior will not be tolerated.

MEDICAL

- If a student has an incident requiring a medical evaluation or care as determined by us, we will request emergency services. Every effort will be made to contact parents, guardians or emergency contacts. However, the student's well-being is our top priority. By completing your registration, you authorize emergency services to treat and transport,

possibly at your own expense, your student.

DISMISSAL FROM THE PROGRAM

- St. Edward Catholic Parish reserves the right to discontinue participation by a student if found to be continuously disruptive, verbally abusive, or clearly disengaged from learning about his or her faith.

RELEASES

- By registering for the program, you on behalf of your minor child, do hereby give the Archdiocese of Miami, St. Edward Catholic Parish in Pembroke Pines, Inc. its representatives, and employees the right to take video/photographs of you and your property. You authorize the Archdiocese of Miami, St. Edward Catholic Parish in Pembroke Pines, Inc. its assignees and transferees to copyright, use and publish the same in print and/or electronically agreeing we may use such video/photographs of with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and web content.

  If you do not wish to give this approval, you must notify us in writing within ten (10) business days of registration by sending your notice to **religioused@stedward.net**. Due to livestreaming and other events, complete exclusion may not be possible.

- As a condition of enrollment, you and on behalf of your minor child, agree to release and hold harmless St. Edward Catholic Parish in Pembroke Pines, Inc., Archdiocese of Miami, agents, employees and volunteers from any and all liability, liens, claims, demands, actions or cases of action, whatsoever relating to the child's participation in this activity and /or damage or loss of personal items brought on property. This includes but is not limited to cell phones, tablet computers, laptops, smartwatches, USB drives and non-technology related materials.

THE ABOVE POLICIES ARE SUBJECT TO CHANGE.

PLEASE CONTACT THE **RELIGIOUS EDUCATION OFFICE** WITH ANY QUESTIONS AT **954-436-7944 ext. 213 or x214**